



<https://jobquest.jobsleworld.com/job/tata-power-jobs-2023-freshers-job-virtual-assistant-post/>

Tata Power Jobs 2023 – Freshers Job – Virtual Assistant Post

Hiring organization

Tata Power

Date posted

January 21, 2023

Valid through

31.12.2025

APPLY NOW

Job Location

Gurugram, Haryana, India
Remote work from: India

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary

Rs. 10,000 - Rs. 20,500

Qualifications

12th, Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

Description

Tata Power Recruitment 2023

The virtual assistant provides administrative support to the CEO and other company executives.

Tata Power Work From Home Jobs

- Answering emails • Scheduling and preparing for meetings • Tracking expenses • Updating contact lists • Organizing files

(adsbygoogle = window.adsbygoogle || []).push({});

Tata Power Jobs For Freshers

– Strong computer literacy, including MS Office Suite – Excellent organizational skills and attention to detail – Strong communication and interpersonal skills

Important Links [Find the Link in Apply Now Button](#)

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});